Commonwealth of Virginia
Database Index Reporting Form

1. Public Body Name & Code: Department of Game and Inland Fisheries - 0403

2. Database Title: Document and Image Management System

3. Acronym: Image

4. Point of Contact: GRAHAM, KATHLEEN

5. Phone Number: (804)367-0272

6. Signature: _____ **Date:** 6-12-2008

7. Database Description and Contents:

The Imaging solution at the Department of Game and Inland Fisheries is implemented with four separate components.
1. The Image Server Storage Component consists of a Dell server with approximately 90 Gigabytes of storage space and a Hewlett Packard SureStore Optical 300MX Jukebox. The Dell server is running a product called DiskXtender. DiskXtender will copy files (images in our case) from a specified directory to selected optical cartridges on the HP Optical Jukebox after a specified time for permanent storage.
2. The Scanning Station Component is made up of a Dell workstation with an attached Dell flat-screen monitor, Ricoh scanner and Kofax Accent Capture software. The Ricoh IS 450DE is a high-speed scanner that is capable of scanning double sided documents in a single operation when fed through the ADF (Automatic Document Feeder). It also has a flatbed to handle a variety of originals, including 11" x 17" documents, newspapers and bound originals. Kofax Accent Capture provides out-of-the-box functionality and easy setup of the scanning workflow.
3. The Client Viewing Component uses the imaging controls that are included by Microsoft from either Wang (Windows 95) or Kodak (Windows 2000) to display the TIFF, BMP, JPG or GIF image stored on the Image Server.
4. The Client Association of Existing Files Component uses a methodology similar to the DGIFRelease release script module to place user-selected files on the Image Server and store the appropriate index data in the DocImaging database.

Note: The database contains data fields to which public access may be restricted. Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the department. Please contact the point of contact noted in Item 4, or Kathy Graham, DGIF IT Service Manager of Administration Services at (804) 367-0272, for further information.
Please refer to Frequency of Update if Date of Last Update is blank. See Database Description and Contents above for more information.

8. Date of Last Update: **9. Frequency of Update:** Daily

10. Formats Available and Schedule of Fees:

Formats Available : CSV is the format most commonly requested and provided. Any other formats that DGIF uses in the regular course of business also available on request.

Schedule of Fees : For all databases the cost to the requester is the actual cost incurred by the agency in searching for, duplicating, or supplying the database, as allowed for in Section 2.2-3704 (F) of the Code of Virginia (the Virginia Freedom of Information Act), or a lesser amount as determined by DGIF. Related tables (e.g. code tables) are included at no extra charge.

The formats for queries against geographic and land map images vary, and the costs for such map images of areas greater than 50 acres vary as allowed for in Section 2.2-3704 (F). Contact database owner for more information.